



# CITY OF ATLANTA

## Job Announcement

### BENEFITS MANAGER

**STARTING SALARY RANGE: \$57,530 - \$78,408**

**SALARY GRADE: 30**

**Applications Accepted From: August 1, 2005 until August 12, 2005**

#### **Minimum Requirements**

Bachelor's degree in accounting or business/public administration required; five years experience managing governmental employee benefits programs or health benefits plans for active and retired employees, including two years of supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for the job.

#### **Duties of the Job**

This employee manages benefits programs for the city. Duties include administering benefits plans for employees and retirees; evaluating benefit offerings and recommending changes as needed; supervising staff; performing budget, cost, statistical, and financial analyses; analyzing claims experience for group insurance programs; performing claims/projection analyses for potential rate changes; apprising senior management regarding claims experience and recommended benefits changes; marketing benefits plans and developing communications for open enrollment, new-hire orientation, and other information-dissemination events; resolving complex customer-service issues; and performing other duties as assigned.

#### **To Apply For This Position**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30303

Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

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**The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.**

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